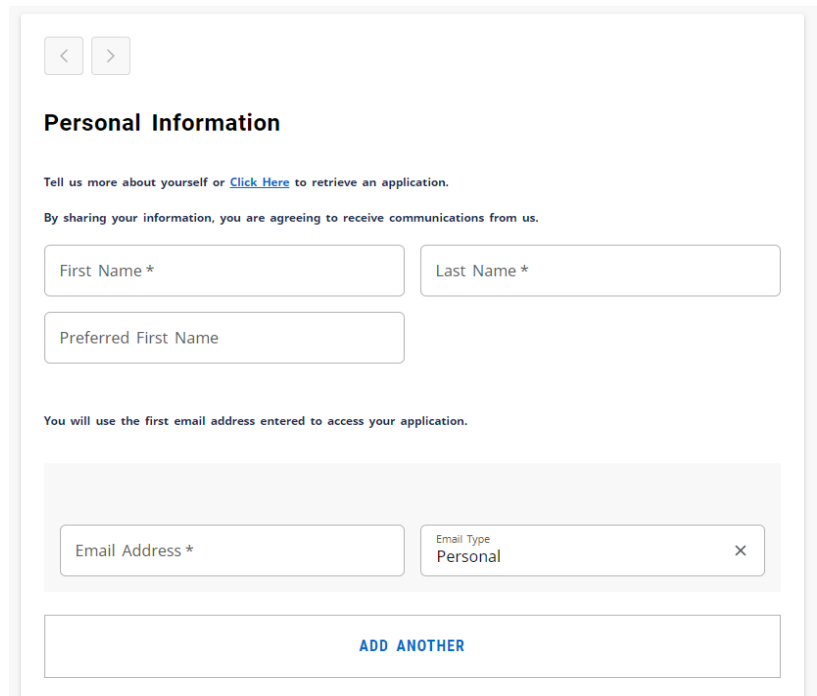


Application How-To Guide

Inquiry Form

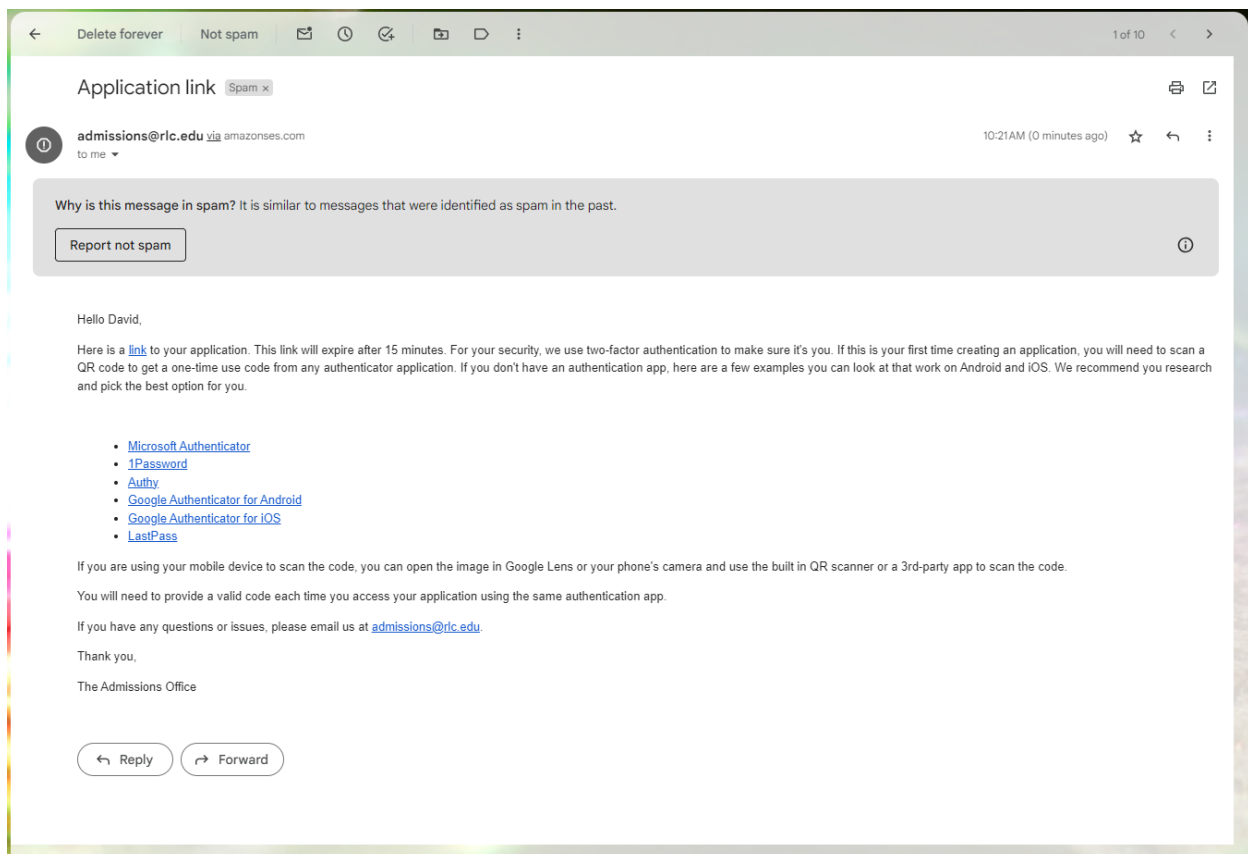
First you will need to complete the inquiry form, which will ask for basic personal information. Please note that the first email entered will be the primary email used. If you try to use the same email for a different application, it will not work.



The form is titled "Personal Information" and includes the following elements:

- Navigation arrows at the top left.
- Section title: **Personal Information**
- Text: "Tell us more about yourself or [Click Here](#) to retrieve an application."
- Text: "By sharing your information, you are agreeing to receive communications from us."
- Input fields: "First Name *", "Last Name *", and "Preferred First Name".
- Text: "You will use the first email address entered to access your application."
- Input fields: "Email Address *" and "Email Type" (with "Personal" selected and a close button).
- Button: "ADD ANOTHER" at the bottom.

Once the inquiry form has been submitted, check the first email account you entered for your application link. The email should look like the one below. You may need to check your spam folder for the email. The first link in the email will take you to the application page.



Two-Factor Authentication (2FA)

Before you can proceed further, you will need to setup an authenticator. You may use any authenticator you prefer, but we highly recommend using the Microsoft Authenticator. Below are instructions for specifically using Microsoft Authenticator for this application.

1. Install an authenticator app, such as Google Authenticator, Authy, etc.
2. In the authenticator app, select the "+" icon to add an account.
3. Scan the QR code below to get your access code.

Please enter the code from within your previously set up mobile authenticator app to access your application.

Enter Authentication Code

Code

SUBMIT

Or enter this key into your app to get your access code

MA6BGITBAJABWR2FMADTCLQLEAXBAQJI

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Downloading the authenticator

These steps to set up the Microsoft Authenticator should be fairly universal. You may see the screen below, asking for the Microsoft Authenticator to be downloaded. On your phone, download Microsoft Authenticator.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel Next

When downloading the Microsoft Authenticator from the iTunes or Play store, be sure to select Microsoft Authenticator by Microsoft Corporation. NOTE: Users may have to scroll down to find this app as it may not be at the top of the list.

← microsoft authenticator

Sponsored

Authenticator App - SafeAuth
SafeAuth Services. • Tools
Download 2FA app
3.7 ★ 13 MB Everyone
Containing ads • In-app purchases

Install

Microsoft Authenticator
Microsoft Corporation

4.6 ★
1M reviews

100M+
Downloads

Open

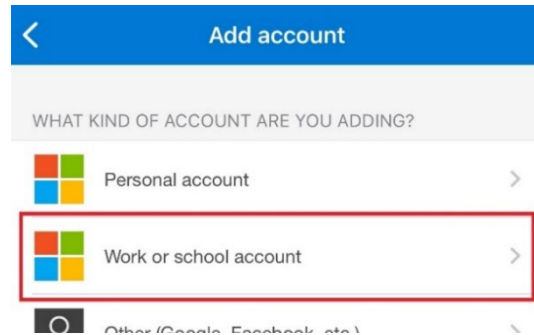
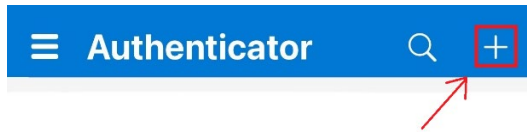
Everyone

INCORRECT!

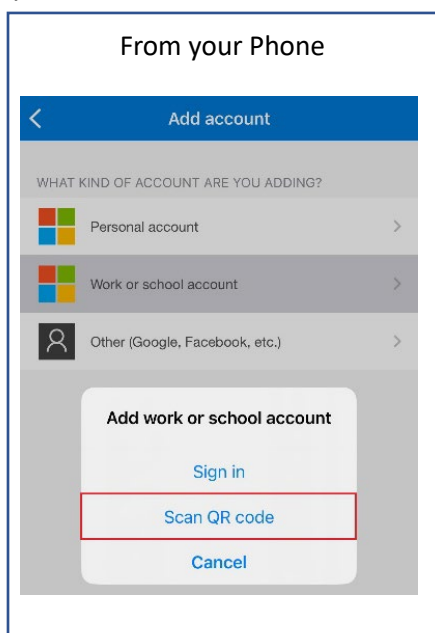
CORRECT!

Configuring and syncing the app with RLC

In the Microsoft Authenticator app, click on the “add” button (plus sign) in the top right corner, then select work or school account.




From your phone, select Scan QR code. **On your computer**, if you do not already see a QR code, click next and it should take you to a screen with one. You can then scan that with the app on your phone.



On your Computer screen

1. Install an authenticator app, such as Google Authenticator, Authy, etc.
2. In the authenticator app, select the “+” icon to add an account.
3. Scan the QR code below to get your access code.



Or enter this key into your app to get your access code

MA6B6ITBAJABWR2FMADTCLQLEAXBAQJI

Please enter the code from within your previously set up mobile authenticator app to access your application.

Enter Authentication Code

SUBMIT

Once the QR code is scanned, on your phone you should see a new area with your email and six numbers underneath it. These numbers are the code that it is requesting on the computer side. The code will change every 30 seconds and become unusable when the timer runs out. If that happens before you entered the code, you must use the new code that was generated. You will use this method on all future login attempts as well.

Application Form

Once 2FA is complete, you will be taken to the application homepage. This will show how many pages have been completed, and the current status of the application. Once you are ready to begin, select START.

Applications home

[START NEW APPLICATION](#)

0/9
PAGES COMPLETED

Rend Lake College 2024 Application v5

STATUS NOT STARTED

[START](#)

David Nelson

✉ [REDACTED]

📞 +1 [REDACTED]

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The application will have several areas to fill out and select through out the form. Anytime you see an asterisk * in a field, that means this field is required. Once a page is complete, select CONTINUE in the bottom right hand corner. You may also go to a section by clicking on any of the sections on the left-hand side bar. Feel free to come back to a section later, the steps do not need to be completed in order.

Rend Lake College 2024 Application v5

All changes saved

⏪

[APPLICATIONS HOME](#)

Admissions Requirements

- Welcome
- Personal Information
- Demographics
- Citizenship/Military
- Enrollment Information
- Academic History
- Parent/Legal Guardian Information
- Additional Information
- Certification
- Review and Submit

Welcome

Welcome!

Thank you for applying to RLC. If you have any questions or concerns during your application process, please contact Student Records via email at admissions@rlc.edu or call us at 618-437-5321 Ext. 1230 or Ext. 1231.

If you've previously applied or attended RLC, including dual credit, you do not need to apply again. If you have questions, please contact the admissions office at admissions@rlc.edu or call us at 618-437-5321 Ext. 1230 or Ext. 1231.

Prospective international students should first contact a Primary Designated School Official / Designated School Official at international@rlc.edu signifying interest in obtaining an associate degree at Rend Lake College.

Thank you,
RLC Admissions

Have you previously applied to RLC?

No

Yes

Are you a U.S. Citizen?


Yes

No

[CONTINUE](#)

While filling out the form, the side bar on the left-hand side will update to inform you of your progress.

- Not started
- Completed
- Current page / In Progress
- Incomplete / More info. required



[🏠 APPLICATIONS HOME](#)

Admissions Requirements

- Welcome
- Personal Information
- Demographics
- Citizenship/Military
- Enrollment Information
- Academic History
- Parent/Legal Guardian Information
- Additional Information
- Certification

Review and Submit

Once all sections are complete. You may go to the review and submit section and submit the form. You may then return to the home page by selecting APPLICATIONS HOME in the top left of the side bar. Your STATUS should update to SUBMITTED if the submission properly went through.

Congratulations David!



Your application has been received by the Admissions Office and you should receive a confirmation message soon.

Please ensure that any incomplete requirements are submitted prior to the application deadline. You will be notified when the final decision regarding your admissions status is ready.

Thank you and good luck!

Rend Lake College

OK

Applications home

9/9

PAGES
COMPLETED

Rend Lake College 2024 Application v5

2025 Fall Associate Degree of Nursing

STATUS SUBMITTED

[VIEW](#)

If you have any questions or issues, please email us at admissions@rlc.edu